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FILED (*Reports*
weekly)
TURN TO

RECORDS SERVICES DIVISION

Acting Management Officer, MIS

31 March 1954

Chief, Records Management Branch

Weekly Report - Week ending 31 March 1954

SUMMARY OF PROJECTS

Weekly Report - Week ending 24 March 1954 Projects in Process 19

This Week: Projects in Process 19

Added during week: 0
Completed during week: 0
Change 0

COMMENTS ON PROJECTS IN PROCESS

Project 4-76 - Records Management Survey, Medical Office

Items pertaining to forms, reports and correspondence have been completed. The only remaining subject to be covered concerns a revised schedule for the depositing of Vital Materials. Due to the absence of the person most concerned with Vital Materials, it will be necessary to postpone completion of this phase of the survey until his return, approximately 9 April. Project approximately 75% complete.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

Pending special clearance for analyst, systems for maintaining various categories of records are being developed. Project approximately 20% complete.

Project 4-78 - Records Management Survey, Office of General Counsel

Disposition and maintenance plans were discussed with a representative of the General Counsel's office. They were acceptable except for minor differences which are in process of reconciliation. Project approximately 75% complete.

Project 4-79 - Records Management Survey, FBID

Installation of filing system throughout FBID is continuing. 58 cu. ft. (approximately 7 letter-size filing cabinets) of material was transferred to the Records Center. Project approximately 60% complete.

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Project 4-80 - Agency-wide Microphotography Survey

Preliminary outline of project, proposed form for conducting Agency survey and proposed notice, discussed with Acting Chief, MIS. After revisions are made as agreed to in this meeting, project will be cleared with Regulations Control Staff and submitted to the Acting Deputy Director (Administration) for final approval. Project approximately 5% complete.

Project 4-81 - Security Desk Trays

No change from previous report. Project approximately 85% complete.

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - [] 25X1

All nonconcurrences to the manual have been reconciled informally and the necessary revisions are being prepared for submittal to the Regulations Control Staff. Considerable work remains to be done in getting the manual ready for publication, but can be accomplished while the revisions are being re-circulated. 95% complete.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

No change from previous report. Project approximately 67% complete.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of Vital Materials in OSI and OCD/BR continues. An additional microfilm operator has received special clearance to work in OSI. This should expedite the processing of the work in that area. The microfilming of Vital Materials for the Security Office was reviewed to reflect necessary changes and to establish a date for beginning operations in that office during the month of April.

Project 4-85 - FI Information Reports

Tests of combination record copy-offset master set were approved by FI on 29 March. Specifications are being developed prior to ordering test requirements. Project approximately 30% complete.

Project 4-86 - Forms Index

Machine Records Division completed punching all cards and delivered the first proof copy of the numerical index. A rough draft of the written explanatory portion of the proposed notice, which will be used to disseminate the index, has been completed. Project approximately 37% complete.

Project 4-91 - Review of Records Management Program, Logistics Office

This project resumed during the week. Project approximately 15% complete.

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Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

No change from previous report. Project approximately 25% complete.

Project 4-94 - Office of Comptroller Reports Management Program

No change from previous report. Project approximately 10% complete.

Project 4-95 - Forms Management Handbook

No change from previous report. Project approximately 2 $\frac{1}{2}$ % complete.

Project 4-96 - Vital Materials Handbook

No change from previous report. Project approximately 5% complete.

Project 4-97 - Records Disposition Handbook

No change from previous report. Project approximately 25% complete.

Project 4-98 - Correspondence Handbook

The draft of this handbook is now being called to the attention of personnel attending Training's Clerical Institute. This has had a twofold effect--we are receiving requests for additional copies; Regulations Control Staff continues to receive comments. Regulations Control Staff has no objections to this practice since they are still awaiting comments from the Inspector General. 62% complete.

Project 4-103 - Preparation of Final Type Copy by Forms Management Section

No change from previous report. Project approximately 10% complete.

General Information:

1. Study of Stocked Forms Supply System:

Discussions were held with a representative of the Logistics Office concerning distribution to Building Supply Officers of those forms procured from the Government Printing Office or commercial printers. Tentative agreement was reached, eliminating the preparation of individual requisitions by Building Supply Officers. A consolidated requisition will be prepared by the Supply Division.

2. ☐ Information Reports:

Discussions were resumed to procure test supplies of a revised form for a 120-day period.

3. Forms Management:

7 requisitions are on hand for new and revised forms, amounting to a total of 43,700 copies. In addition, we have been alerted

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that 30 additional requests for new and revised forms are in process of delivery to us; 25 of these are in connection with new accounting procedures to be used at Class A stations.

4. Request to Install Agency Filing System in DD/I:

25X1 [] has reviewed and accepted the final plan proposed for his office. We are now in process of installing the system and training the person who will maintain it.

5. Records Center:

a. Visit to National Archives - [] and myself visited the Rehabilitation Section of National Archives to observe the services performed in the repairing and preservation of permanent records. The attached copy of my memorandum will describe more in detail the purpose of this visit. 25X1

25X1 b. Arrangements were made with the Departments of the Army and the Air Force, and with [] ORR, to receive in the Records Center approximately 60 cu. ft. of NIS material being returned by these agencies.

c. The Records Center also accepted for temporary storage, 57 boxes of material from the Liaison Division, OCD. This material will be transmitted later to USIA.

25X1



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Report for Week Ending 31 March 1954 from
RECORDS DISPOSITION SECTION

Project 4-92 - Acquisition of Certain Records from the Securities and Exchange Commission

No activity other than follow-up.

Project 4-97 - Records Disposition Handbook

No activity.

Project 4-91 - Review of Records Management Program - Logistics Office

At the request of the Logistics' Records Officer, this project is again active.

Project 4-78 - Records Management Survey, Office of General Counsel

Developed plans were discussed with [redacted] during the 25X1 week. Generally, all were acceptable. Specific differences are being compensated for.

Project 4-77 - Records Management Survey, Office of Scientific Intelligence

Special clearance has not yet been obtained. In the interim, specialized systems are being developed for maintaining various categories of records.

Project 4-76 - Records Management Survey, Medical Office

Follow-up on several minor details were accomplished during the week.

25X1



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Report for Week Ending 31 March 1954 from
RECORDS SYSTEMS SECTION

Project 4-79 - Records Management Survey, FBID

Installation of filing system throughout FBID is continuing. Project approximately 60% complete. The analysts worked in the Liaison Branch in the past week and disposed of 58 cu. ft. of material.

Project 4-80 - Agency-wide Microphotography Survey

No change from previous report.

Project 4-81 - Security Desk Trays

No activity

Project 4-82 - Handbook for the Subject Classification and Filing of Correspondence Records - [REDACTED]

25X1

All nonconcurrences to the manual have been reconciled informally and the necessary revisions are being prepared for submittal to the Regulations Control Staff. Considerable work remains to be done in getting the manual ready for publication, but can be accomplished while the revisions are being recirculated.

Project 4-83 - Vital Materials Deposit Schedules for All Offices

Following discussion with representative of the Medical Office it was agreed that further consideration should be given to the development of a deposit schedule for that office.

25X1 A meeting was held with [REDACTED] acting in the absence of [REDACTED] to discuss the possibility of developing a schedule for the depositing of vital materials.

25X1

25X1 [REDACTED] stated that in January, at a staff meeting, [REDACTED] had expressed the necessity for a review of the vital material program in the Medical Office. Unfortunately [REDACTED] was shortly after sent on a field trip and has been away for over two months.

25X1

25X1

25X1 It was [REDACTED] suggestion that we defer any further action until [REDACTED] on 9 April.

25X1

suggested it is possible that internal regulations, legal decisions and certain special contracting and financial reimbursement records along with physical qualification records may be deposited in the future.

Project 4-84 - Vital Materials Microfilm Projects

Microfilming of vital materials in OSI and OCD/BR is continuing. An additional microfilm operator, [] has recently been given special clearance to work on the OSI material and has joined [] this operation. A meeting was held with [] of the Security Office to review the vital materials schedule of their office. This review is being made to effect any necessary changes prior to our scheduled microfilming of vital materials in this office in April.

25X1 25X1

Project 4-96 - Vital Materials Handbook

No activity. Project approximately 5% complete.

General Information

25X1 []
DD/P visited the repository.

25X1 [] has reviewed and accepted the file plan proposed for his office. The analyst is now engaged in making installation and is working with the office stenographer who will maintain the file.

25X1 []

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Report of the RECORDS CENTER for the week ending 30 March 1954

Examined Staff Study of Records Center operation with [] and furnished him with production statistics and some information pertaining to qualifications of Center personnel.

25X1

25X1 [] toured the Center and discussed problems relating to the publication and distribution of NIS. Contact was made with LD/CD to determine when the initial distribution figures of NIS would be revised. LD/CD reported the revised distribution schedules were in process and should be completed within the next 2 or 3 weeks. Once this revision is effected the number of returns should drop considerably.

25X1

[]
DB/RR was notified that the supplemental distribution stock copies of Corrections to Gazetteers for [] were exhausted. DB/RR requested that the negatives be furnished for re-runs.

25X1

25X1 [] toured the Preservation Services Branch of the National Archives with [] and examined the various operations. This type of work maybe useful in the Agency's Records Center operation. In order to make a determination a survey of Agency requirements in regard to such services would have to be made.

25X1

[]
LD/CD requested the Center to hold in temporary storage 57 boxes and 1 package of FDD Reference Aides that were prepared for the Department of State by this Agency. The Department of State refused to accept delivery. These publications are intended for USIA and will be delivered as soon as delivery address can be obtained.

The Center made initial distribution of 8000 memorandums to all employees prepared by the Incentive Awards Committee. Contact with the Incentive Awards Committee indicates that this will be a quarterly distribution function.

25X1

[]

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Report for week ending 31 March 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT SECTION

1. Project 4-98, Correspondence Handbook - The draft of this handbook is now being called to the attention of personnel attending Training's Clerical Institute. This has had a twofold effect-- we are receiving requests for additional copies; Regulations Control Staff continues to receive comments. Regulations Control Staff has no objections to this practice since they are still awaiting comments from the Inspector General.
2. Project 4-94, Office of the Comptroller Reports Management Program - No activity pending receipt of comments on the proposed program guide.
3. Program Publicity - Completed and submitted to [] a 25X1 prospectus on reports management and a flier each on reports and correspondence management.
4. Program Promotion - Discussed further with [] our proposal to streamline Personnel Office's form and pattern correspondence. 25X1 Informal discussions among his associates indicate that the proposal is acceptable. However, [] is awaiting "the right time" to approach the Chief of his Staff.
5. Program Regulations - Submitted to [] final drafts of the 25X1 regulations on Records Management, Reports Management, and Correspondence Management.
6. Writing Standards - Developed a paper outlining writing standards based on the principles of [] 25X1

25X1

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Report for Week Ending 31 March 1954 from
FORMS MANAGEMENT SECTION

Project 4-85 - FI Information Reports

Tests of combination record-copy-offset master set were approved by FI 29 March. Specifications are being developed prior to ordering test requirements. Order may be delayed somewhat pending study of new type National Cash Register carbonless paper.

Project 4-86 - Forms Index

Machine Records Division completed punching all cards and delivered the first proof copy of the numerical index. Numerical listings of the Medical Office and [] (FBID) forms were also obtained and submitted to []. A rough draft of the written explanatory portion of the proposed notice, which will be used to disseminate the index, has been completed. [] continues checking and correcting errors on the first proof copy. This phase of the project is about 25% completed.

25X1
25X1

Project 4-95 - Forms Management Handbook

No action on this project this week.

Project 4-103 - Preparation of Final Type Copy by Forms Management Section

Discussions relative to transfer of function continued with [] who indicated off the record that the function could undoubtedly be performed more effectively by this organization than by his own staff. However, when pressed for a showdown statement of concurrence or nonconcurrence he refused to concur in the transfer. Additional discussions with [] are scheduled to determine the next course of action.

25X1

25X1

Training Material

Printing and Reproduction Division/LO is still working on development of color slides.

Study of Stocked Forms Supply System

Additional discussions concerning initial distribution procedure of forms procured from the Government Printing Office or commercial printers to Building Supply Officers were held

25X1 with [] Tentative agreement has been reached eliminating the necessity of preparation of individual requisitions by Building Supply Officers with a consolidated requisition to be prepared
25X1 by [] This agreement is tentative and subject to final confirmation. While satisfactory to Logistics it still does not represent a completely satisfactory procedure insofar as this office is concerned, and an additional attempt will be made to further simplify and expedite initial distribution.

✓ 00 Information Reports

25X1 After considerable inactivity on this project []
25X1 [] agreed in discussions 30 March 1954 to procure test supplies of this form for a 120 day period pending final coordination of statements affecting distribution of IAC members. Some minor changes have developed in the format and revised final type copy is being obtained.

25X1

25X1

✓ Employee Suggestion #799 - Multiple copy carbonless form paper.

Initial review of this suggestion indicates that should test prove successful in many or all respects, and if prices are comparable to existing papers plus carbon paper then this suggestion should have far reaching effects upon Agency operations with the possibility that it might replace most carbon inter-leaved forms and letterex. The manufacturing representative has been contacted and an appointment made for discussions today. Tentative agreements have been concluded with [] to utilize this paper in forthcoming tests of the [] Information Reports.

25X1

25X1

✓ Special Activities

25X1 [] visited the Vital Materials Repository last week and discussed with repository personnel the establishment and arrangement of the forms file. Reproduction of forms requirements in the event of an emergency operation was also discussed.

Summary of Individual Forms Actions

a. Completed

	No. of Requisitions	No. of Copies
New	10	17,957
Revisions	2	4,500
Reprints	4	7,400
Overprints	5	11,000
Total	<u>21</u>	<u>40,857</u>

b. Pending

	No. of Requisitions	No. of Copies
Revisions	3	6,000
Reprints	4	37,700
Total	<u>7</u>	<u>43,700</u>

✓ In addition to the above about 30 additional requests are anticipated in the near future having been tentatively discussed with requestors. 25 are new forms for accounting procedures at Class A stations and will require review of a 43 page regulation. Known and anticipated work loads are so heavy that they are becoming a matter of urgent concern. 25X1 Unless the recruitment of [] and the transfer of the copy preparation function can be speeded up it appears that vital services may suffer to such an extent as to invite criticism of operating officials.

25X1

